



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 27 MARCH 2025 AT 09:45

1. **Welcome and Apologies for Absence led by the Chair and a prayer by the Ethos governor.**

Present – Chrissy Hornby (Chair), Liz Malyon, Malcolm Neville, Davina O'Brien, Pat Williams, Lenny Williams

Apologies - Tony Woodhouse, Oliver Jackson, Ian Kennedy, Natalie Liddiard, which were accepted.

In Attendance – Natalie Hobbs (MAST Governance Professional), Hilary Sanders (MAST CEO)

2. **Approvals:**

Declarations of Interest (Item 3) – No new declarations of business interests were declared that were pertinent to the agenda.

Minutes of the Meeting (Item 6) held on 30 January 2025

Policies (Item 16) – SEND Policy (subject to questions raised about the wording), Child Missing In Education Policy, Low level Safeguarding Policy and Positive Handling Policy, again, subject to questions raised.

Date of Next Meeting (Item 18) – 15 May 2025 @ 11am **(PLEASE NOTE CHANGE OF TIME)** the Chair clarify in an email to the LGB.

3. **Challenge:** (in direct response to governor questioning)

<p>Matters Arising from LGB Meeting 30 January 2025 (Item 7)</p>	<p>The majority of matters had been completed. The below item was carried forward to the next meeting.</p> <ul style="list-style-type: none"> - DHT and Online Safety Governor to provide an Online Safety Workshop for Parents <p>*The Staff Governor will provide the SATS training immediately prior to the SATS on the Thursday 15th May. She also issued guidance around the administration of the SATs tests. Timings for May to be advised by the HT/ Staff Governor.</p> <p>There were two questions raised concerning the minutes of the last meeting:</p>
---	---

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 27 MARCH 2025 AT 09:45

	<p>Q - Are there plans to hold another Pupil Voice Survey? A – The HT confirmed there was, with the intention that this will be in line with subject leader monitoring.</p> <p>Q - How will it be conveyed to the pupils that they need to rehearse skills prior to playing games? (From the PE report). A – The HT responded that this will be through PE lessons.</p>
<p>IDSR (Item 8)</p>	<p>The CEO led the LGB through the latest school IDSR and showed how to interpret its data. It was a pleasing read, highlighting the progress of the school in many areas over the last few years. As this was one of the CEO's last acts in post, the LGB wished her a very happy retirement and thanked her for her dedication to the Trust since its inception.</p>
<p>Headteacher Report (including SDP and SEF) (Item 9)</p>	<p>HT REPORT</p> <p>The governors had been provided with the HT Report in advance of the meeting and they had raised the following questions:</p> <p><u>HT Report</u></p> <p><i>Q – A Governor asked if the Basketball for Y5 at the Howard was a new thing?</i> A – The HT responded that it was in partnership with the Howard school and a good outlet for the children. He explained that we no longer pay into a sports package and this is free. Additionally, the Howard school are trying to increase their numbers and this is a good way of generating interest from prospective primary school pupils. The staff governor added that Howard school staff were also coming into school in the coming week and there were possibilities that some other curriculum subjects would be promoted, possibly geography and computing.</p> <p><i>Q – A Governor asked who Junior Garr was?</i> A – The HT confirmed Junior Garr is a singer who has also performed at the local church. His sessions promote self-confidence in the children.</p> <p><i>Q – A Governor asked if the Spirituality staff meeting went well?</i> A – The HT responded that it had gone very well and there had been a good discussion regarding how to embed spirituality into lessons.</p> <p><i>Q – A Governor asked if the results of the staff survey were ready to be shared with Governors, as they had not yet seen them.</i> A – The HT responded that he would share the information, and advised that it was nearly time for the next survey, so we would be able to look at any trends, once we are able to compare outcomes.</p>

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 27 MARCH 2025 AT 09:45

	<p><u>Term 3 Data report.</u></p> <p>The Chair had said to the Phase Leader that these seem to be good results for this stage of the school year and that she and her team are to be congratulated. The write up is very clear, and answered most queries, even the origin of the summer '24 data for Year 3.</p> <p><i>Q – She asked, how many SEN pupils are there in these years? Is their data included here?</i></p> <p>A – The HT responded that there are 10 pupils in these year groups and their data is shown in these reports.</p> <p><i>Q – A Governor asked, is some drop in data in mathematics in Year 4 usual at this stage in the year?</i></p> <p>A – The HT responded that it is normal for a drop in data as the content is more complex, and they are being asked to retain a lot of information. Additionally, this is a more challenging cohort.</p> <p><i>Q – A Governor asked, with the Ofsted Next Steps in mind, are the new interventions being closely monitored to understand their effectiveness?</i></p> <p>A – The HT responded that they are being closely monitored by the AHT for curriculum and the Heads of Year.</p> <p><i>Q – A Governor asked, is the scarcity of TAs affecting other interventions? Do we have vacant posts or is there another reason?</i></p> <p>A – The HT responded that the support is put where the need is greatest. We do have one vacancy for a TA but that vacancy is for a September start.</p>
<p>SEND and PP (item 10)</p>	<p>Unfortunately, the Inclusion Manager was not in school to provide the demonstration of the Provision Map.</p> <p>The SEN Governor advised that the new SEN Information Report would be available for the next meeting.</p>
<p>MAST Update (Item 13)</p>	<p>The CEO gave an update to the Governors.</p> <p>The CEO has been working on the handover to the new CEO as she will be retiring on the 31 March. Additionally, the Central team have been working on the budgets following the release of the GAG allocations. Due to the government not funding any teachers' pay and pensions this year or the NI increases, budgets will be tight.</p>

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 27 MARCH 2025 AT 09:45

	<p>As before, we are still awaiting the outcome of the CIF bid for the roofs at St Margaret's. Regardless of their outcome, one of the roofs will have to be done over the summer and the Trust Board are aware of this.</p>
<p>Governor Monitoring Visit Reports (Item 14)</p>	<p><u>Playground Report</u></p> <p><i>Q – A Governor asked the report mentions a blind spot between playgrounds: do the supervisors usually keep this area under observation?</i> <i>A – The HT responded that the staff who were on the playground had intentionally moved away due to the fact the Governor was there, to enable him to view the playground and the activities. Staff are usually in those positions between the playground and they are aware of the blind spot.</i></p> <p><u>Safeguarding Gov Report (CPOMS)</u></p> <p><i>Q – A Governor noted that there are a few staff members that are reluctant to use the system themselves, and will pass information to DSL to upload. Is this a training issue?</i> <i>A – The HT responded that this is a confidence issue and the main point is that everything that needs to go onto CPOMS, does.</i></p> <p><i>Q – A Governor asked, when monitoring staff usage of the system is there a record kept of reasons as to why staff have not logged in and how it was resolved?</i> <i>A – The HT responded that there isn't a formal log of reasons however all staff are spoken to if they have not accessed it when required.</i></p> <p><i>Q - A Governor asked who has responsibility for training staff to use this system ?</i> <i>A – The HT confirmed it was himself.</i></p> <p><i>Q – A Governor asked do all staff including the caretaker and mid day supervisors use this system, or do they use the paper form?</i> <i>A – The HT confirmed that all staff are fully aware of the process when it comes to reporting concerns. Regardless of if they use the paper form or put it on themselves, the concerns are all reported as appropriate. It is robustly monitored.</i></p> <p><u>Act of Worship</u> LYFTA: no questions, but a word of praise for LYFTA and a plea for all governors to go into school to see it for themselves.</p> <p><u>Signalong Training</u></p>

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 27 MARCH 2025 AT 09:45

	<p><i>Q – A Governor asked is Signalong being used in school? Do we have many SEN children with limited verbal skills?</i> A – The HT responded that it is used by the trained members of staff. We have 21 children with S&L difficulties which is one of the highest areas of need. This is increasing due to the impact of covid.</p> <p><i>Q – A Governor asked if this training is available to parents?</i> A – The HT responded that the training was provided by Fortis and hopefully will be available to parents in the future.</p> <p><i>Q – A Governor asked if Signalong was used in the Infants School?</i> A – The HT confirmed that it was.</p> <p><u>Insurance Audit</u></p> <p>The H&S Gov sent his comments and questions prior to the meeting after thoroughly reviewing the RPA document provided for him by the DHT. The report had given a breakdown of all areas reviewed as part of the Audit, however it was not particularly clear in some sections if progress still needed to be made by the school or not. The HT outlined the areas where the H&S Governor had indicated that the report was not clear and clarified these. He confirmed that the school was now using the same form as the other schools, in addition to its current form. The training that the report mentions should be undertaken is being completed by the DHT currently and the H&S Governor was correct in his assertion that his role is not to undertake Inspections of the H&S but to monitor the H&S aspects of the school. The Governor was happy with all of the HT's responses.</p>
<p>LGB Impact (Item 15)</p>	<p>Two governors attended the recent Diocesan Conference in Maidstone, which had the lasting effects of poverty as its theme and hosted powerful, thought provoking speakers.</p> <p>Some of us have already met with our new CEO, Ben, who will attend our meetings after Easter and meet us all. He is considering training topics for the LGBs.</p> <p>We now have access to NGA resources, and for this, we would like to thank our Clerk. As a result, the SEN Governor attended their SEN conference, on line recently, and shared the slides with the Inclusion Lead.</p> <p>Our Ethos Governor was approached by the English Curriculum Lead to help with conveying Easter themes to pupils.</p>

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 27 MARCH 2025 AT 09:45

<p>Policies (Item 16)</p>	<p><u>The Positive Handling Policy</u></p> <p><i>Q – A Governor asked are staff involved in the Team Teach training?</i> A – The HT responded that some are trained but not all. The plan is for this to form part of an Inset day in the future, for all staff.</p> <p><i>Q – A Governor asked should this policy have a date?</i> A – The HT responded that it should be at the end of the document and that he will check this.</p> <p><i>Q – A Governor stated that “Governing Board” is not clear. Does this refer to the LGB or the Directors?</i> A – The HT responded that Governing Board is the LGB and Trust Board refers to the Directors. He will have the wording amended.</p> <p><u>The SEND Policy</u></p> <p><i>Q – A Governor asked does the phrase LAC now need to read CLAC and PLAC?</i> A – The HT responded that No, there is no direction for this to change.</p> <p><i>Q – A Governor asked that if the section entitled “The Governing Board” refers to the LGB, it could be amended to read The Local Governing Body. If it means our Directors, could that be made clear?</i> A – The HT confirmed it meant LGB and that he will ensure that this is made clear.</p> <p>There were other aspects of wording which the Governors discussed and asked if they could be rephrased to be clearer about appropriate responsibilities. The HT and the Chair will take these amendments back to the Inclusion Manager for reworking.</p>
<p>Training (Item 17)</p>	<p>The Staff Governor had reviewed the Digital Leaders training module and had decided it would not be useful for governors to complete. She will check to see if any governors have not completed the Unconscious Bias Training and provide an appropriate link where necessary.</p>
<p>AOB (Item 18)</p>	<p>The HT advised that the consultation for the Schools’ Street project ends on the 28th March. He said that this is likely to commence in September.</p> <p>A Governor mentioned that Rainham now has a new Community Police Officer. Do the police ever come into school to talk to the pupils? The HT responded that the new CPO had already been in touch and occasionally does come into school if requested.</p>

Growing and Achieving in God’s Love

RESPECT RESILIENCE RESPONSIBILITY



ST MARGARET'S CE JUNIOR SCHOOL

DRAFT MINUTES OF ST MARGARET'S CE JUNIOR SCHOOL LGB MEETING
HELD ON THURSDAY 27 MARCH 2025 AT 09:45

4. **Actions:**

ACTIONS:	Item	Who
HT to speak to Inclusion Manager regarding SEND Policy rewording and amend the wording of the Positive Handling Policy.	16	HT
Chair to provide the new SEN Information report for the next meeting	10	Chair
HT to provide Staff Survey data as discussed by the next meeting, to include information about the earlier findings.	9	HT
CF: DHT and Online Safety Governor to provide Online Safety Workshop for Parents	7	DHT/Online Safety Governor
Chair to email all governors to clarify new time for next meeting.	2	Chair
inclusion Manager to provide demonstration of Provision Mapping.	10	Inclusion Manager
Training Gov to look into Unconscious Bias Training as needed.	17	staff Gov

Growing and Achieving in God's Love

RESPECT RESILIENCE RESPONSIBILITY